

**July 12, 2019**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Horry County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 p.m., July 26, 2019.**

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary M. Anderson via e-mail at [gary.anderson@admin.sc.gov](mailto:gary.anderson@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:  
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,  
Gary M. Anderson  
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION  
DIVISION OF DISASTER RECOVERY**

**OFFICE SPACE IN HORRY COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the division seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposal to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposal should be submitted initially.

**LEASE CRITERIA – South Carolina Department of Administration, Division of Disaster Recovery**

- Location: Horry County
- Expected occupancy date: Available as early as August 1, 2019
- Total space needed is approximately 2,300 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in the proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
- **Division of Disaster Recovery**
  - **Personnel Areas**
    - Five (5) offices of approximately 120 square feet each
    - Five (5) workstations of approximately 48 square feet each (tenant to provide cubicles)
  - **Standard Support Areas:**
    - One (1) medium suite reception lobby seating for 6 people of approximately 100 square feet
    - One (1) beverage alcove with 6 linear feet of cabinet with U.C refrigerator, sink, and microwave of approximately 24 square feet
    - One (1) break room (seating for 4 people) of approximately 120 square feet
    - One (1) copy/print/supply room for dedicated floor mounted printer and storage of approximately 120 square feet
    - One Local Area Network (LAN) room for floor mounted racks of approximately 100 square feet
    - One (1) small storage room of approximately 120 square feet
    - One (1) medium conference room (seating for 8) of approximately 250 square feet
    - One (1) open area for file cabinets of approximately 45 square feet
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Stable electrical power.



**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, 6<sup>th</sup> Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

- 15 total parking spaces are desired. State availability of reserved parking and accessible parking spaces.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for at least 1-year term.
- Location must be above flood plain.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

**MINIMUM STATE REQUIREMENTS**

**Standard State lease must be used – a copy is available on our website at:**

**<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms> or can be provided upon request.**

- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must be received by the Real Property Services by **4:00 p.m., July 26, 2019.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

**CONTACT INFORMATION**

All information and questions should be directed to the following person – no direct contact can be made with the South Carolina Department of Administration, Division of Disaster Recovery. Direct contact can cause for automatic disqualification.





**Henry McMaster**, Governor  
**Marcia S. Adams**, Executive Director

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**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

GARY M. ANDERSON  
DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
1200 SENATE STREET, 6<sup>th</sup> FLOOR  
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